

**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 09-12

2 April 2009

**Notification Process for Probationary/Trial Period Completion and
Supervisory/Managerial Probationary Completion**

EXPIRES: No expiration

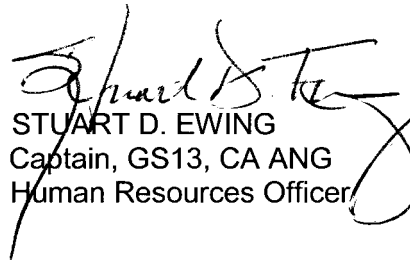
1. My Workplace keeps supervisors informed about their employees' personnel actions. It is a web-based self-service HR module that allows managers and supervisors access to information about their staff members. My Workplace allows managers and supervisors to view their technicians' personnel information. All supervisors should now have a My Workplace account created.
2. The current process for notifying supervisors of technicians who are approaching completion of their Probationary/Trial Period or Supervisory/Managerial Probationary period is generated through a nightly automated data push by Defense Civilian Personnel Data System (DCPDS). This process has been streamlined to meet DoD's current business process for notifying supervisors of their technicians' probationary completion by utilizing Self Service.
3. As of 15 March 2009, supervisors began receiving email notices advising them of this pending action. Email notices are sent to a technicians' supervisor 90 days prior to the completion of the technician's probationary/trial period or supervisory/managerial probationary period. The email provides specific instructions regarding required actions for certification, which will verify either a technician's retention or non-retention. Certification is completed through the "Suspenses" area in My Workplace.
4. If a supervisor receives an email notice and suspense notification for a technician that he/she does not supervise then that technician is linked to the wrong supervisor in the position hierarchy. The incorrect supervisor should contact the hierarchy POC in paragraph 6 to advise them that he/she received the notice erroneously. HRO will correct the position hierarchy by linking the technician to the correct supervisor. HRO will then contact the correct supervisor and advise them of the pending action, as the suspense notification email will not be regenerated. The correct supervisor should take appropriate action in the Suspense area in his/her My Workplace account.
5. To assist supervisors in this process, the attached are guidance and instructions covering the Email Notifications, Accessing My Workplace, Accessing "My Employee" Information – Suspenses, and Managing the Suspense. It is imperative for supervisors and technicians to update and maintain their email address within Self Service.

TAAI 09-12, dated 2 April 2009

SUBJECT: Notification Process for Probationary/Trial Period Completion and
Supervisory/Managerial Probationary Completion

6. Questions concerning personnel information may be directed to MSgt Howard Bentley at CAGNET 6-3636, DSN 466-3636, commercial (916) 854-3636, or email at howard.f.bentley@us.army.mil. Questions regarding Army hierarchy may be directed to Ms. Roberta Barajas at CAGNET 63359, DSN 466-3359, commercial (916) 854-3359, or email at roberta.barajas@us.army.mil. Questions regarding Air hierarchy may be directed to MSgt Amber Bambaloff at CAGNET 63355, DSN 466-3355, commercial (916) 854-3355, or email at amber.bambaloff@us.army.mil. Questions regarding technical problems with logging into the application may be directed to TSgt Nathan Morris at CAGNET 6-3414, DSN 466-3414, (916) 854-3414, or email nathan.morris@us.army.mil.

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STUART D. EWING
Captain, GS13, CA ANG
Human Resources Officer

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Email Notifications

“Probationary/Trial Completion” and “Supervisory/Managerial Probationary Completion” emails will be sent to both the 1st and 2nd level supervisors. Second level supervisors’ email addresses will go in the CC block of the email.

Probationary/Trial Completion example

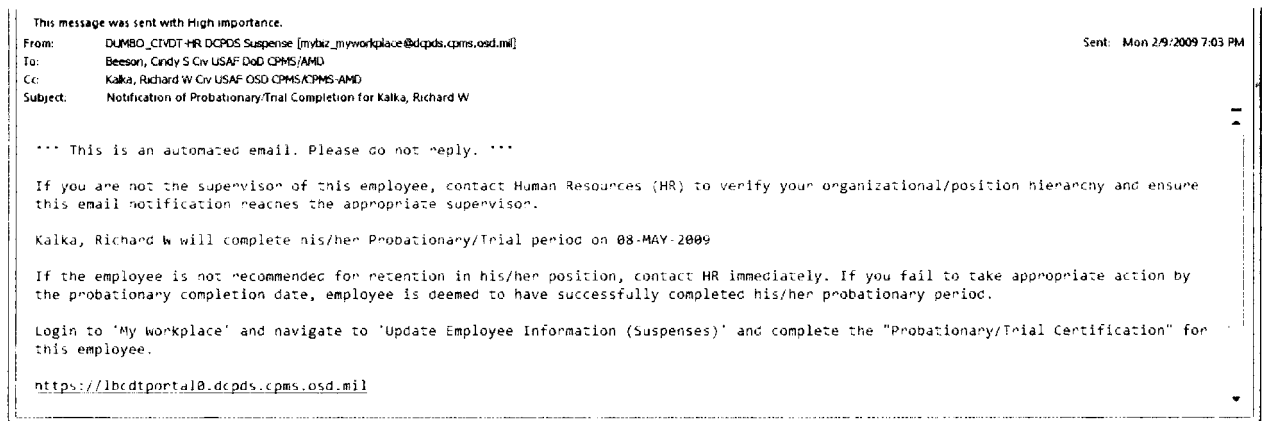


Figure 1

Supervisory/Managerial Probationary Completion example

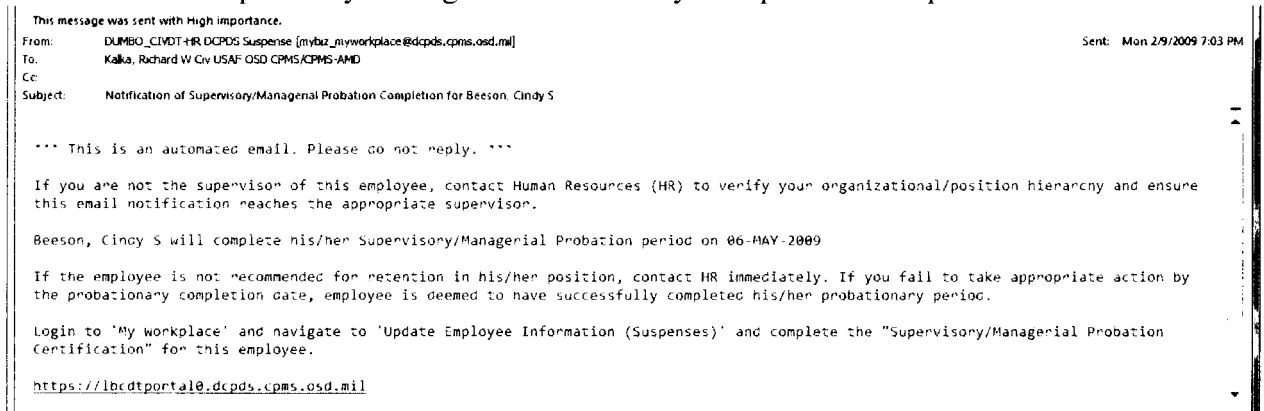
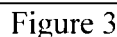
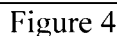


Figure 2

7



The screen displays all employees who are supervised by the manager. In this example, a manager supervises the employees listed below her name. To view all suspensions related to supervised employees, select the “Suspensions” link by clicking on it.



Accessing “My Employees’ Information” – Suspenses

When the “Suspenses” link is selected, a screen will display only those employees who have a suspense and are supervised by the manager.

Note: 2nd level supervisor will see all the suspenses for the 1st level supervisor and employees under them.

Note: The “Suspenses” function at the navigation screen (ref figure 5 below) will also display the suspenses screen and display only those employees who have a suspense and are supervised by the manager.

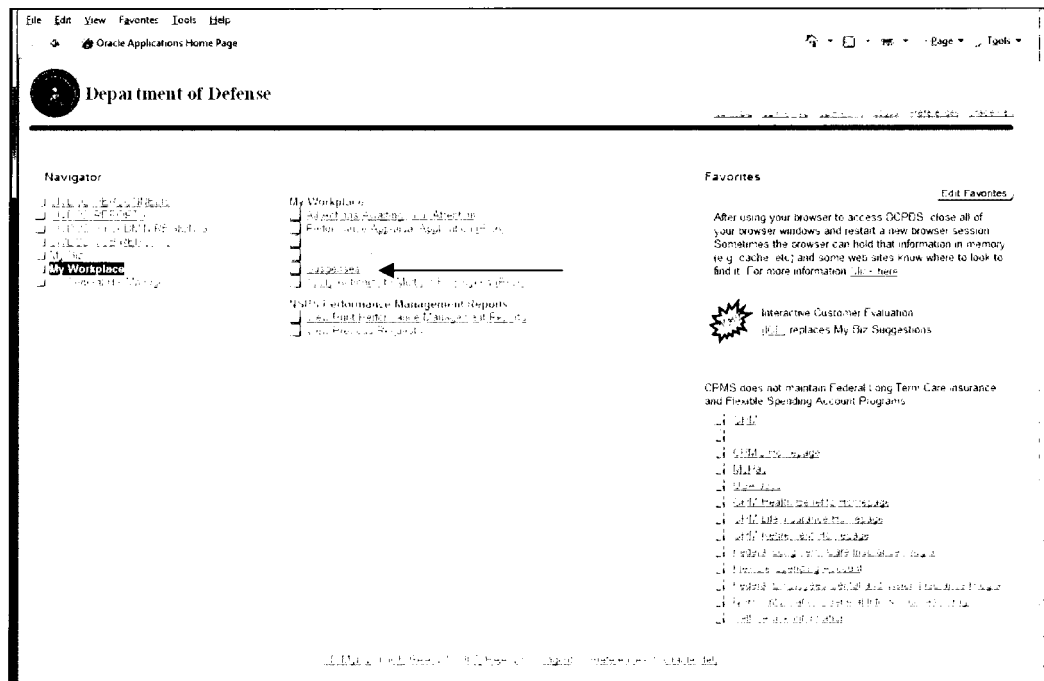


Figure 5

In the below example, each record displays what type of suspense is due for the employee (E.g. Probationary/Trial Completion or Supervisory/Managerial Probation). If there is a suspense for the employee, the supervisor will see the suspense at this screen and complete it. Once the suspense has been completed, it will no longer display in the screen as an active suspense.

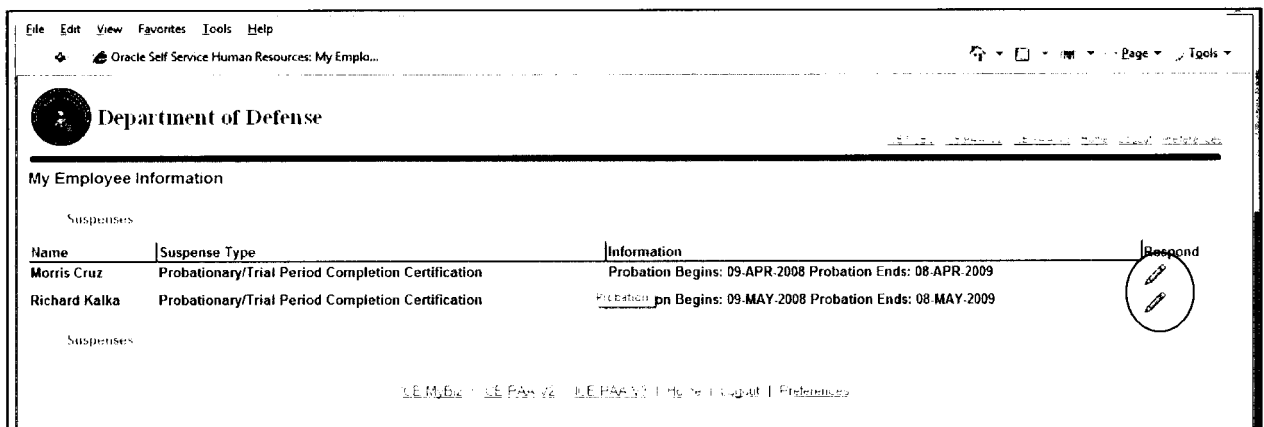


Figure 6

Managing the Suspense

To complete the suspense, select the “blue pencil” in the “Respond” column for the suspense with which you want to review/take action.

You will be prompted by the “Electronically Approve” page. See samples below.

Sample Employee Probationary/Trial Certification

Employee Probationary/Trial Certification page

[Electronically Approve](#) [Back](#)

Employee Probationary/Trial Certification

Richard W Kalka will complete his/her Probationary/Trial Period on **08-May-2009**

By selecting the 'Electronically Approve' button below, you are certifying the employee has been found satisfactory in all aspects and is recommended for retention in his/her present position

If the employee is not recommended for retention, select the 'Back' button and contact HR immediately

If you fail to take appropriate action by the probationary completion date, employee is deemed to have successfully completed his/her probationary period

[Electronically Approve](#) [Back](#)

Figure 7

Sample Supervisory/Managerial Probationary Completion Certification

This screenshot shows a web page titled "Supervisory/Managerial Probationary Completion Certification". At the top right, there are links for "Home", "About Us", "Contact Us", and "Help". Below the title bar, the page content includes:

- A breadcrumb trail: "Supervisory/Managerial Probationary Completion Certification page".
- Two buttons at the top right: "Electronically Approve" and "Back".
- A section header: "Supervisory/Managerial Probationary Completion Certification".
- A statement: "Cindy S Beeson will complete his/her Supervisory/Managerial Probation Period on **06-May-2009**".
- Instructions: "If the employee is not recommended for retention in his/her Supervisory/Managerial position, contact HR immediately".
- A section header: "Supervisor Certification".
- A statement: "By electronically approving, I certify this employee has the ability to supervise or manage and should be retained in his/her position".
- A statement: "If you fail to take appropriate action by the probationary completion date, employee is deemed to have successfully completed his/her probationary period".
- Two buttons at the bottom right: "Electronically Approve" and "Back".
- A footer with links: "Home", "About Us", "Contact Us", "Help", "Log Out", and "Print Confirmation".

Figure 8

If you select the “Back” button, you will be returned to the My Employee Information Suspenses page.

If you select the “Electronically Approve” button, you will receive the “Confirmation Notice.”

This screenshot shows a web page titled "Self Service Probationary/Trial Completion Confirmation Notice". At the top, there is a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar, the page content includes:

- A breadcrumb trail: "Self Service Probationary/Trial Completion Confirmation Notice".
- A button at the top right: "Print Confirmation".
- A section header: "Confirmation".
- A section header: "Confirmation of Employee Probationary/Trial Certification Completion".
- A statement: "Richard W Kalka has satisfactorily completed his/her Probationary/Trial Period on **08-May-2009** and is recommended for retention in his/her present position".
- A statement: "Electronically approved by **Cindy S Beeson** on **11-Feb-2009**".
- A section header: "What do you want to do now?".
- Two links: "Continue to review Guidelines" and "Return to Main Page".
- A button at the bottom right: "Print Confirmation".
- A footer with links: "Home", "About Us", "Contact Us", "Help", "Log Out", and "Print Confirmation".

Figure 9

Self Service Probationary/Trial Completion Confirmation Notice confirms that your employees have successfully completed their Probationary/Trial or Supervisory/Managerial Probationary periods. It will also display the name of the approving supervisor and approval date.

When the “Print Confirmation” button is selected, Adobe Reader will open the confirmation page, so it may be printed. See Figure 10 for example.

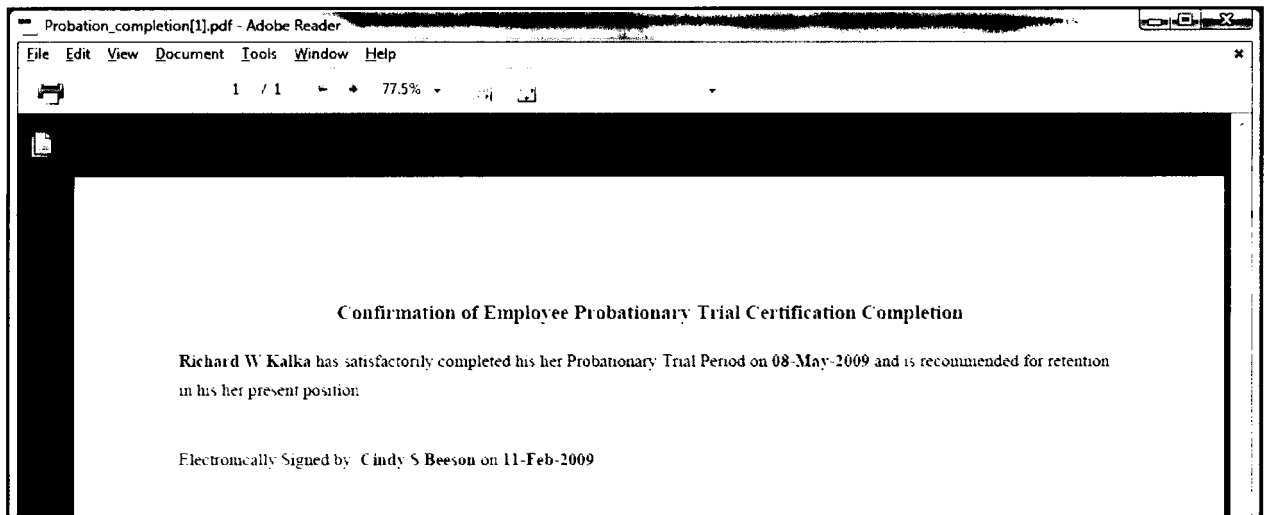


Figure 10

When the “Continue to Review Suspenses” link is selected, you will return to the My Employee Information Suspenses page. Notice that in Figure 11, the employee you completed an action on is no longer being displayed in the Suspenses screen.

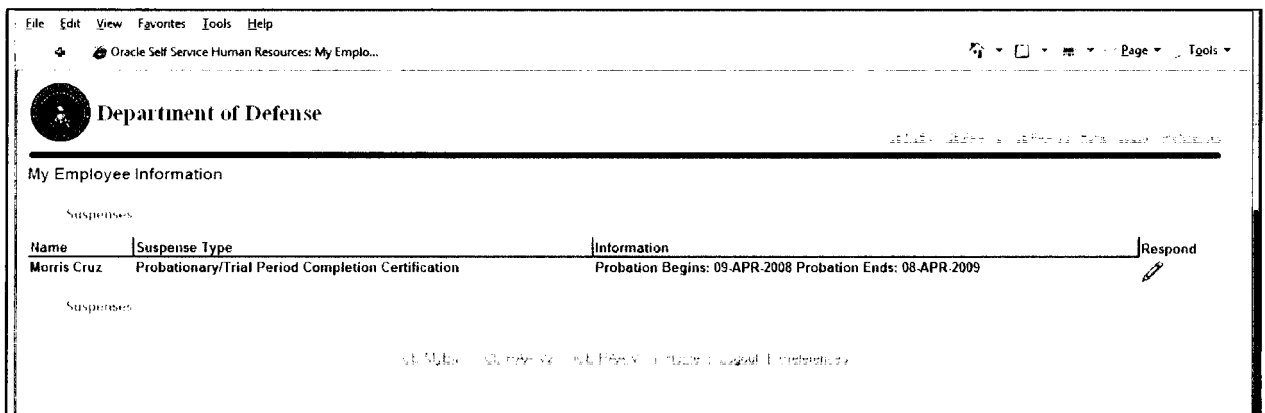


Figure 11

When the “Return to Main Page” link is selected, you will be returned to see Figure 12.

Favorites

Edit Favorites

- ☐ I am a U.S. citizen
- ☐ I am a permanent resident
- ☐ I am a student or scholar in the U.S.
- ☐ I am a temporary worker in the U.S.
- ☒ **My Workplace**
- ☐ Other federal employer

My Workplan:

- USPS Performance Management Report**
View Performance and Management Reports
View Financial Reports

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc.) and some web sites know where to look to find it. For more information [click here](#).



- Interactive Customer Evaluation
- replaces My Biz Suggestions

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs

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Figure 12